

**FOUNTAIN VALLEY SCHOOL DISTRICT  
PERSONNEL COMMISSION**

Regular Meeting  
**MINUTES**  
January 23, 2025  
3:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 3:33 p.m. in the PDC Room at 10055 Slater Avenue, Fountain Valley, California 92708. Ms. Cathie Abdel led the Pledge of Allegiance. Present for the entire meeting:

Mrs. Carol Davis, Chairperson  
Mr. Tony McCombs, Vice-Chairperson  
Mr. William Mullin, Member  
Mrs. Carmen Serna, Director, Human Resources

**GENERAL FUNCTIONS**

**Approval of Agenda**

Mr. Mullin moved to approve the agenda as presented. Mr. McCombs seconded the motion. Motion carried.

**Introduction of Guests**

No guests attended.

**Introduction of Staff**

Ms. Cathie Abdel, Assistant Superintendent of Personnel and Ms. Danette Madison.

**Minutes, Regular Meeting of the Personnel Commission, December 19, 2024**

Mr. McCombs moved to approve the Minutes as presented. Mr. Mullin seconded the motion. Motion carried.

**Minutes, Regular Meeting of the Board of Trustees, November 14, 2024**

Presented as an information item only.

**Director's Report**

Mrs. Serna asked Ms. Abdel to briefly share information regarding the newest Board of Trustees member, Ashley Ramirez, to the Personnel Commission. Ms. Abdel stated Mrs. Ramirez replaced former Board member, Jeanne Galindo, who chose not to run for re-election. She shared Mrs. Ramirez works in higher education at UCI, she is a parent who has a child attending Talbert, and she had attended every meeting prior to being elected to the Board. She spent time and effort finding out the topics and the purpose of Board of Trustees. Mrs. Davis asked if Mrs. Ramirez had attended any board meetings as an acting Board member and Ms. Abdel confirmed she had been to two meetings so far this year.

Mrs. Serna started the Director's report by sharing that the Personnel Department provided a voluntary Paraprofessional Professional Development course earlier that day. Mrs. Serna provided copies of the training handouts to the Commissioners. She shared how she collaboratively worked with Ms. Abdel to develop a series of courses for the Paraprofessionals of the District to provide training on "hot" topics. Specifically, the training provided earlier that day was titled: Paraprofessionals at their Best: The roles, responsibilities, and expectations. The training contained the district's vision, mission, and guiding principles.

The training discussed topics, such as, supporting student success, legal and ethical responsibilities, building professional relationships, protecting student privacy, and communication. All Afterschool Professional Development courses are voluntary. There were approximately 50 attendees at the training. Mrs. Serna shared that the future Professional Development courses would be led by district staff allowing for affordable and necessary development for staff.

Mrs. Serna continued her report by distributing a copy of the latest Classified Personnel Report to the Commission. She stated Personnel continued to be busy and successful. During the holiday, as expected, there were some resignations. Special Education had four, but three of the four were successfully filled with a plan in place for filling the fourth position.

Overall, there was only one vacancy for Noon Duty Aide and zero for Special Education. Mrs. Serna shared that when she first arrived at Fountain Valley three years ago, there were numerous vacancies for Noon Duty Aide. She continued by stating that personnel was actively recruiting for one Preschool Instructor and one Extended School Program Assistant. Mrs. Serna stated the Extended School Program was large and only had one vacancy, which said a lot about the teamwork between ESP and Personnel.

Mrs. Serna stated it had been a great and exciting day of learning. Mrs. Davis commented that she appreciated Mrs. Serna's contagious enthusiasm.

#### **Commissioners' Comments**

None were received.

#### **Public Comments**

None were received.

### **ADMINISTRATION**

#### **Certification of Eligibility Lists**

Mr. McCombs motioned to approve the Certification of Eligibility lists for Extended School Program Assistant, Instructional Assistant Mild/Moderate, Instructional Assistant Moderate/Severe, and Office Assistant. Mr. Mullin seconded the motion. Motion carried.

Mrs. Davis commented there were several candidates on the ESP Assistant eligibility list. Mrs. Serna explained further that personnel frequently hold the ESP positions as either a secondary position or as a substitute so they can supplement their income or hours.

### **PERSONNEL**

#### **Job Announcements**

Ms. Madison advised there was only one active recruitment for Instructional Assistant – Deaf and Hard of Hearing – Substitute. She explained the process for this position included the applicant participating in a conversation with an evaluator via Zoom to determine their ability to communicate effectively using American Sign Language. She stated although she did not have the number of applications received to date, there was an active employee who indicated they knew ASL fluently and she would be following up with them if they had not yet applied.

Mrs. Serna explained this was a very specific field for the Deaf and Hard of Hearing class. She shared there were two teachers and two aides for the program. It was a special and unique program that required a specific type of substitute to cover if personnel needed to be out of the classroom.

## FINANCIAL

Mrs. Davis asked if there was a financial report and Mrs. Serna stated there was not one for this meeting; however, one should be available in the near future. She shared that Ms. Abdel and Ms. Fullerton attended the School Services of California Budget update. There were conversations about the effects of declining enrollment, change of leadership (new President), and the impact of the fires. With the devastating fires, it is unknown if families will choose to stay and rebuild. There could be an uptick in jobs due to the required rebuilding, which would not impact the COLA but could help the economy. In addition to these issues, there was an extension allowed for filing taxes.

## CLOSED SESSION

No closed session was required.

## NEXT MEETING

The next meeting of the Personnel Commission will be:

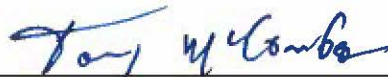
**Regular Meeting:**  
**February 27, 2025, at 3:30 p.m.**  
**Board Room**

## ADJOURNMENT

The January 23, 2025, regular meeting of the Personnel Commission adjourned at 3:56 p.m.



Mrs. Davis, Chairperson



Mr. McCombs, Vice-Chairperson